

**WILLIAMSBURG CITY COUNCIL  
WORK SESSION MINUTES  
JUNE 9, 2003**

The Williamsburg City Council held a work session on June 9, 2003 at 2:00 p.m. in the Council Chambers of the Stryker Building.

**ATTENDANCE**

Present were Ms. Zeidler, Messrs. Haulman, Houghland, Scruggs and Tabb. Also present were City Manager Tuttle, City Attorney Phillips, and City Clerk Crist.

Staff Attending: Department Heads Nester, Yost, Serra, and Assistant City Manager Jodi Miller.

**CALL TO ORDER**

Mayor Zeidler called the meeting to order.

**OPEN FORUM**

Mayor Zeidler opened the session for public comment.

No one wished to speak. The session was closed.

**BACKGROUND PRESENTATIONS/DISCUSSIONS**

**Commission on Accreditation of Law Enforcement Agencies (CALEA) Triennial On-Site Assessment of Williamsburg Police Department—Chief Mike Yost**

Chief Yost explained the police department was being evaluated for its three-year accreditation process. He provided Council with information about the Commission's formation and its purpose, which was "to improve delivery of law enforcement service by offering a body of standards, developed by law enforcement practitioners, covering a wide range of up-to-date law enforcement topics. It recognizes professional achievements by offering an orderly process for addressing and complying with applicable standards." Approximately 440 standards must be met, and many police staff members were involved in the review process. The benefits of the program are controlled liability costs, administrative improvements, accountability from supervisors, and increased governmental and community support.

Chief Yost introduced members of the CALEA team: Chief Neil Ferdelman, Hamilton, Ohio Police Department; Assistant Chief David Holl, Township of Derry Police, Hershey, Pennsylvania; and Sergeant Phillip Johanson, Anoka Police Department, Minnesota.

The Mayor welcomed the team.

Chief Ferdelman greeted Council and said that to date, their inspection has revealed an outstanding and excellent police department. They still have many files to examine and a public hearing to hold on June 10. He thanked Council for the city's hospitality.

Council members and Chief Yost briefly discussed the accreditation process. Chief Yost said that any problems discovered during the inspection would be resolved on site and any

deficiencies noted. The department's goal is to maintain these standards every day. He will receive a written report from the team, and the Commission's decision in November.

Council members appreciated the work of Chief Yost and his staff.

**Analysis of Credit Card Fees—Vicki Herrick, Accounting Supervisor**

Reference for this item was Mr. Tuttle report dated June 5, 2003, "12-Month Analysis of Credit Card Usage at Finance Counter."

Ms. Herrick reviewed an overhead slide showing an analysis of revenue collected through the use of credit cards from parking tickets, water bills, permits, and miscellaneous fees. In April 2002 the Finance Department began accepting credit card payments for certain fees. However, only a small percentage of revenue has been collected through use of credit cards. Of the \$63,000 collected during the reporting period, the city paid \$1,483 in fees. The highest use of credit cards was for paying parking tickets (72%). Ms. Herrick was pleased to report there have been no technical difficulties with the process and people seem to appreciate the option.

The Mayor thanked Ms. Herrick for the update. Council members were pleased to be able to provide this customer service to make it easier to deal with government.

Mr. Serra commented that the city's contract with credit card companies prohibits passing on convenience fees to the customer. The city continues to work towards having additional types of payments made online, but security is a large concern. Mr. Haulman suggested citizens be kept informed of their options for payment, perhaps an article in the Quarterly Quill newsletter.

**Regional Issues Update, Corridor Beautification—Reed Nester, Planning Director**

Mr. Nester reported on the progress of the Regional Issues Committee (RIC) regarding corridor beautification. The Commission has consolidated the mapping of the Comprehensive Plans for James City County, York County, and Williamsburg. Using an overhead map, he reviewed the green belt requirements, buffers, and Architectural Districts in the city, along the 199 Corridor. He noted that James City County designates "Community Character Corridors" and York County "Tourist Corridor Management Overlay Districts." The buffer requirements are different for commercial and residential areas, and for redeveloped property and new developments. In the future, the RIC will study how each jurisdiction manages community character, and make suggestions to the governing bodies.

Mr. Nester said that representation on the RIC include Mr. Tabb as the Council representative, Mr. Haulman for the College, Mr. Young from the Planning Commission, two citizen members, and he is the city staff rep.

The Mayor said it was encouraging to hear that this group is working on the important issues of community character and corridor beautification. Council members and Mr. Nester discussed the differences in green belt requirements in the three jurisdictions, and the right-of-way along the current widening of Route 199. Mr. Nester said one of the issues the RIC may discuss in the future is how to manage repair to buffer areas

resulting from natural causes. Council members thanked Reed for his report and appreciated the work of the Regional Issues Committee.

Mayor Zeidler thanked Mr. Tabb, Mr. Haulman, and Mr. Nester for their service on the Committee.

### **PREVIEW OF CITY COUNCIL MEETING – June 12, 2003**

Council members received a copy of the June 12 agenda.

### **SCHEDULE OF MEETINGS—June 2003**

Council members received a copy of the June meeting calendar.

Mr. Tuttle said the Red Cross Blood Drive would be held on June 24 at the Community Building.

Mr. Haulman noted that the Williamsburg Redevelopment and Housing Authority meeting has been changed from June 19 to June 26, same time.

### **OPEN FORUM**

Mayor Zeidler opened the session for public comment.

No one wished to speak. The session was closed.

### **CLOSED SESSION**

Mr. Houghland Moved that City Council go into Closed Session pursuant to Section 2.2-3711 of the Code of Virginia for the purpose of discussing one personnel matter per subparagraph 1 concerning appoints to Boards and Commissions. The Motion Was Seconded by Mr. Tabb.

Recorded Vote on the Motion:

Aye: Haulman, Scruggs, Zeidler, Tabb, Houghland

No: None

The meeting adjourned at 2:50 p.m. (Mayor Zeidler called a five-minute recess.)

At 3:08 p.m., Council met in Open Session.

Mr. Houghland Moved the Certification of Closed Meeting. The Motion was Seconded by Mr. Tabb.

Recorded Vote on the Motion:

Aye: Haulman, Zeidler, Scruggs, Tabb, Houghland

No: None

### **CERTIFICATION OF CLOSED MEETING**

Date: June 9, 2003

Motion: Mr. Houghland      Second: Mr. Tabb

WHEREAS, the City Council of the City of Williamsburg has convened a closed meeting on this date pursuant to an affirmative recorded vote and in accordance with the provisions of The Virginia Freedom of Information Act; and

WHEREAS, Section 2.2-3712 of the Code of Virginia requires a certification by the City Council that such meeting was conducted in conformity with Virginia Law.

NOW, THEREFORE, BE IT RESOLVED that the City Council of Williamsburg hereby certifies that, to the best of each member's knowledge, (i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting to which this certification resolution applies, and (ii) only such public business matters as were identified in the motion convening the closed session were heard, discussed or considered by the City of Williamsburg.

VOTE:

Aye: Haulman, Scruggs, Zeidler, Tabb, Houghland

No: None

Absent During Vote: None

Absent During Meeting: None

Reports:

Mayor Zeidler received a letter from Mr. H. Benson Dendy III, representing Williamsburg Community Hospital, asking for Council's support for a COPN for the hospital's Cancer Center. The Mayor asked Mr. Tuttle to review the letter and advise the Mayor and City Council.

Mr. Tuttle updated Council on the Jamestown Road/Route 199 Intersection plan. He reported that VDOT seemed to prefer Option 3, which included squaring of corners and signalized crosswalks, because of safety and the level of service. Funding was not yet decided. Council members discussed the option and the future of the 7-11 Store near the intersection.

Mr. Tuttle received a letter from the City of Hampton regarding the Transportation Plan for 2026 and the Metropolitan Planning Organization's selected alternative. Chief Administrative Officers will recommend to MPO the Medium Funding Option, which will also include a light rail component.

Mayor Zeidler received a letter from the City of Chesapeake regarding merging of the Economic Development Organization and Workforce Development Consortium. She will wait to see the structural changes that are recommended.

The meeting adjourned at 4:31 p.m.

Approved: July 10, 2003

Shelia Y. Crist, Clerk of Council

Jeanne Zeidler, Mayor